



Procedure: Notification of Expiration of Benefits

Functional Area: VIII Certification, Eligibility & Coordination of Services

Section: E4

Approval Date: 6/2015

Citation: 246.7(j)(8)

Revised Date: 8/2013

Purpose

Describe how clients are to be notified that benefits are about to expire.

Notice of Expiration

Clients shall be given written notice at least 15 days before the expiration of each certification period that eligibility for Program benefits is about to expire with the exception of pregnant women determined presumptively eligible who have no nutritional risk. Refer to the Presumptive Eligibility procedure for further information. This notification is provided in the Nebraska WIC Program through the use of a "Benefit Renewal Notice".

Issuance of Benefit Renewal Notice

This Notice must be given to each participant 15 days before the expiration date of the current certification period. The notification will normally be completed and given at the last check pick-up the last month of certification, when the next certification appointment is made.

Notification for Presumptive Eligible Pregnant Women

Pregnant women certified as presumptive eligible are notified, as part of the rights and responsibilities that their benefits will be terminated effective immediately if on completion of the nutritional assessment they are found to have no risk.

Completion of the Benefit Renewal Notice

The Notice should be completed as outlined below.

Step	Action
1	Write the client(s) name whose certification period is about to expire for WIC on the designated line of the Notice.
2	Fill in the date when the certification period will expire.
3	The second area of the Notice is used to remind clients what information they must bring to the next clinic visit. Staff should check each item the client should bring, including themselves and/or children (write child's name on the line provided).
4	The box at the bottom of the Notice lists optional items that clients may need to bring to their next appointment. Check any that apply.

The local agency may place their agency name, address and telephone number on the Notice if they wish.

Documentation of Issuance of Notice

When the Notice is issued staff should document this on the WIC Certification Signature Form on the appropriate line for each certification period.

Staff should initial and indicate the date given to the client.

Translation of Notice

The Benefit Renewal Notice is translated into Spanish. Both English and Spanish languages are printed on the same Notice.

Ordering Benefit Renewal Notices

Copies of the Benefit Renewal Notice for use in clinics may be ordered from the State WIC Office. Order using the WIC Materials Order Form for forms.



WIC Benefit Renewal Notice

Benefits for the following participant(s)

_____ will expire on or before your next appointment.

Your next appointment is scheduled on: _____

YOU MUST BRING EACH OF THE CHECKED ITEMS TO YOUR NEXT APPOINTMENT. Failure to do so may result in staff being unable to determine program eligibility and print your WIC checks.

- ☐ Yourself and your child(ren) _____
- ☐ WIC ID Folder
- ☐ Proof of Identity for adults applying for themselves or minors
(Examples: Driver's license, State ID, WIC ID folder for those who are Currently receiving WIC)
- ☐ Proof of Identity for each child or infant applying
(Examples: Birth Certificate, custody papers, Medicaid card, WIC Infant Enrollment Card or other proof of identity for each minor with an appointment. WIC ID folder for anyone currently receiving WIC.)
- ☐ Proof of Income for everyone living in the household.
(Examples: pay stub, tax forms, DHHS Notice of Action, child support, unemployment, disability, social security, etc.) **Must be dated within the last 30 days.**
If anyone in your household is receiving Medicaid or SNAP benefits bring the card with you.
- ☐ Proof of Residency
(Examples: mail with name and physical address, utility or cable bill, phone bill) **Must be postmarked within in the last 30 days. NO P.O. Boxes ALLOWED for WIC – ask staff about other options if you have a P.O. Box**
- ☐ Physician Authorization Form
- ☐ Custody Papers or Foster Care Proof of Placement
- ★ If you have questions about what to bring to your appointment call your WIC office and staff will be happy to help you.

NOT REQUIRED, BUT IF POSSIBLE BRING:

- ☐ Immunization Record(s)
- ☐ List of illnesses and medications taken within last 6 months
- ☐ Completed Nutrition Survey sent home with you